

RULES OF PROCEDURE
CITY OF EVERETT HISTORICAL COMMISSION

ADOPTED: September 9, 1987

As of the effective dates noted above, the Everett Historical Commission, and official part of the Everett City Government, created by the Everett City Council under **Ordinance No. 1355-87** adopted May 27, 1987, is operating under the following rules of procedure.

1. Name

The official name is the “Everett Historical Commission”.

2. Purpose

The purpose of the Everett Historical Commission is to promote the public health, safety and welfare in the areas outlined in **Ordinance 1385-87, Section 1.**

Staff Notes:

- **Update “purpose” section. HC should consider keeping existing language and adding to it (can look at language in code for reference).**
- **Ordinance 1385-87, Section 1 appears to have been included in error.**

3. Membership

The membership shall be comprised as outlined in **Ordinance 1355-87, Section 4.**

Staff Notes:

- **Ordinance 1355-87 was repealed as part of Rethink. Rules of Procedure should reference EMC 2.96 and state “as amended”.**

4. Officers – Election and Duties

- a. The Historical Commission shall have two officers, a Chair and Vice Chair, to be elected from the members of the Commission.
- b. The election of officers shall take place annually in the month of January. The term of office shall run until the subsequent election.

- c. In the event of vacancy of any officer position during the term of office, the Historical Commission shall elect a successor from its membership.
- d. Duties of the Chair shall include the following:
 - 1. Preside over meetings, with the exercise of all powers usually incident to the office of Chair, retaining the right to have a vote recorded in all deliberations of the Historical Commission.
 - 2. Appoint adhoc committee(s), as needed.
 - 3. Select a member to chair any meeting the Chair and Vice Chair cannot attend.
- e. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.

5. Meetings

- a. All **in person** meetings shall be at the ~~Everett City Hall~~ **Everett Municipal Building**, unless otherwise directed by the Historical Commission Chair.
- b. Regular meetings shall be held on the ~~second Wednesday~~ **fourth Tuesday** of the month. Regular meetings will begin at ~~7:00 p.m.~~ **6:30 p.m.** If no meeting is needed, the Chair may cancel the meeting.
- c. All meetings, **whether virtual or in-person**, shall be open to the public and comply with provisions of the State Open Public Meetings Act (~~RCW 42.030~~ **RCW 42.30**)

Staff Notes:

- **Consider including link to training in Rules of Procedure.**
- d. When a regular meeting day falls on a holiday, the Historical Commission will convene on a day to be called by the Chair.
- e. Special meetings may be called by the Chair.
- f. Except as modified by these rules of procedure, the latest addition of Robert's Rules of Order shall govern the conduct the meetings.

6. Quorum – Votes – Action

- a. A majority of the current appointed and confirmed members of the Commission shall constitute a quorum for the transaction of business.
- b. Action shall be determined by a simple majority vote of the members present.
- c. Voting shall be by choice. A roll call vote may be recorded upon request by any member of the Historical Commission.
- d. At meetings where the commission votes on a matter, and where one regular member is absent and both alternates are present, the voting alternate shall be the one with the longest duration since their last vote on a commission recommendation as the sole voting alternate.

Staff Notes:

- **The language above (6.d) was taken from the Planning Commission By-Laws with minor modifications.**

7. Staff

- a. The Everett Historical Commission shall utilize the services of the Planning Department and any other city departments as necessary.
- b. The Planning Director or his/her designee, shall conduct official correspondence and provide the chairperson with a copy of such in a timely way, assist in organizing the Commission, organize and supervise the Commission staff, and the clerical and technical work of the Commission to the extent required to administer **Ordinance 1355-87**.
- c. The Planning Director or his/her designee shall keep minutes of proceedings, showing the action of the Commission upon each question, and shall keep records of all official actions taken by the Commission, all of which shall be filed in the Planning Department and shall be public records.

8. Agenda

- a. An agenda for each regular meeting shall be prepared by the staff in consultation with the Chair.
- b. The agenda and any accompanying materials shall be mailed to the Historical Commission members one week in advance of the scheduled meeting.

c. The agenda shall consist at least of the following order of business:

1) Call to order

(a) Attendance

(b) Acceptance of Agenda

(c) Citizen comments for items not on agenda

(d) Approval of Minutes or Meeting Notes from previous meeting(s)

2) Work Session and/or Public Hearing topics

3) Work plan updates (if applicable)

4) Next meeting(s) – date(s) and subject(s)

5) Staff and Commissioner comments

6) Adjournment

Staff Notes:

- **Historical Commission to confirm “work plan updates” should be added to the section above.**

9. Amendment

The Rules of Procedure may be amended by the following procedure.

- Proposed changes presented at a regular scheduled meeting.
- A second regular or called meeting at which a vote would be taken.
- At least three-quarters of the Historical Commission must be present to vote to change the rules of procedure at the second meeting.

10. Certificate of Appropriateness Procedure

- The procedure followed shall be consistent with **Ordinance 1355-87.**
- The Historical Commission hereby adopts the “Secretary of the Interior’s Standards for Rehabilitation and guidelines for Rehabilitating Historic Buildings” for use in reviewing and making decisions on Certificate of Appropriateness applications.

Staff Notes:

- Historical Commission should add language clarifying what the “Secretary of the Interior’s Standards” is used for in this context.

11. In the event of a conflict between our stated procedure and city code, city code shall take precedence.

Staff Notes:

- Should a specific code section be referenced here?
- Historical Commission should discuss adding language stating the most stringent code governs.